

ADMINISTRATIVE ORDER
DEPARTMENT OF FOOD AND AGRICULTURE

AUTHORITY

- California Emergency Services Act
- Governor's letter to Agency Secretaries dated 9/12/00
- Executive Order W-9-91 dated 5-29-91
- California Government Code
- California Code of Regulations
- California State Emergency Plan

PURPOSE

This Administrative Order:

1. Summarizes and expands upon the emergency preparedness, response, recovery, and mitigation functions of the State Agency established in the California State Emergency Plan.
2. Provides for the assignment of functions to State Agencies to be performed before, during, and after an emergency and for the coordination and direction of the emergency actions of such agencies.
3. Guides the Director of the Office of Emergency Services and the State Agency Director in coordinating priority tasks and programs that the State Agency will perform with respect to emergency preparedness, response, recovery, and mitigation.

GENERAL

4. As a supporting document to the California State Emergency Plan, the Administrative Order is in effect at all times in all political subdivisions of the State.

ROLE OF THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES

5. The Office of Emergency Services coordinates the State's disaster preparedness, response, recovery, and mitigation activities, assisted by state agencies under the authority of the California Emergency Services Act, Executive Order W-9-91, California Disaster and Civil Defense Master Mutual Aid Agreement, and the California State Emergency Plan.
6. Upon direction of the Governor, the Director of the Office of Emergency Services may assign to a State Agency any activity concerned with the mitigation of an emergency of a nature related to the existing powers and duties of such agency, and it shall thereupon become the duty of such agency to undertake and carry out such activity on behalf of the State.

7. OES, acting for the Governor, reserves the right to redirect resources based on an assessment of the totality of circumstances.

ROLE OF STATE AGENCIES

8. For purposes of the Administrative Order, State Agency means any department, division, independent establishment, or agency of the executive branch of state government.
9. State Agencies carry out assigned activities related to mitigating the effects of an emergency or disaster in full cooperation with each other, the Office of Emergency Services, and other political subdivisions providing assistance.
10. OES may, upon direction of the Governor, assign a State Agency to perform a service outside its normal statutory responsibility during a State of Emergency or State of War Emergency.
11. State Agencies may be requested to provide support under specific emergency or disaster situations even if the support task is not assigned in the State Emergency Plan.
12. As a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement, State government and all its departments and agencies, and the various political subdivisions of the state, render mutual aid to affected jurisdictions when requested.
13. All public employees are Disaster Service Workers and, as such, may be called upon to respond in a duly proclaimed emergency.

STATE AGENCY RESPONSIBILITIES

The DEPARTMENT OF FOOD AND AGRICULTURE shall:

14. Use the Standardized Emergency Management System (SEMS) to coordinate multiple jurisdiction or multiple agency emergency and disaster operations. This requires CDFA to plan, train, exercise, and respond using SEMS.
15. Accomplish the assigned objectives of the State Emergency Plan and the emergency operations activities associated with its jurisdictional authorities.

CONTINUITY OF GOVERNMENT

16. Establish a program for continuity of leadership and government authority to include the following:
 - Succession to essential positions required to maintain decision authority.
 - Pre-delegation of emergency authorities to key officials.
 - Emergency action steps provided in emergency plans and emergency action plans.
 - Primary and alternate Department Operations Centers

CONTINUITY OF BUSINESS

17. Take all necessary and appropriate steps to continue essential services during an emergency.
18. Take appropriate measures to protect personnel, equipment, supplies, facilities, and vital public records against natural, man-made, and technological hazards.
19. Redirect all other resources, when tasked or as necessary and appropriate, to effectively mitigate any emergency or disaster.
20. Determine State Agency resources required to continue essential services, and develop the ability to track and allocate resources necessary to provide emergency response and recovery activities.
21. Coordinate development and integration of all appropriate emergency operational plans with the State Agency's emergency plan.

PREPAREDNESS

22. Designate in advance, and when requested by the Office of Emergency Services (OES), provide primary and alternate representatives for interagency emergency planning, notification, operations, recovery, mitigation, and public information.
23. Develop and maintain plans and procedures to carry out emergency response and recovery responsibilities, in coordination with OES.
24. Develop and submit agency emergency plans to OES for review and approval.
25. Document the hazards, risks, and hazard mitigation measures in agency emergency management plans; upon request, provide hazard-related information to OES to ensure effective coordination and decision making in an emergency.
26. Coordinate plans, procedures, preparations, and training with affected federal, state, regional, local, quasi-public, and private entities.
27. Enter into working agreements as necessary with these entities, in coordination with OES, to promote effective emergency response and recovery.
28. Those agencies identified in the State Emergency Plan as lead or support for a function, in coordination with OES are responsible for working cooperatively with each other to prepare plans and procedures to carry out that function in an emergency
29. Ensure that all personnel assigned specific responsibilities in support of this Administrative Order, the State Agency Emergency Plan, and the CDFA Emergency Plan are adequately trained and prepared to assume those responsibilities.

Administrative Order

30. Train personnel assigned emergency response and recovery functions at all organizational levels, conduct exercises, and participate in local, state, and federal agency exercises, including those conducted by OES.
31. Establish alerting and mobilization procedures.
32. Name a public information representative to coordinate Emergency Public Information plans and procedures with the Office of Emergency Services Public Information Office.
33. Review the readiness directions from State OES, and then take appropriate actions, in the event of a threat of war or enemy-caused emergency or disaster.

Department of Food and Agriculture specific preparedness

LOGISTICS

- Provide information on the available storage sites and staging areas for animal food and medical supplies, animal shelter and confinement areas, transportation resources, and animal care personnel.
- Provide information on the availability of fair grounds for human mass care and shelter centers.
- Provide information on the availability of fair grounds for use as Mobilization Centers or staging areas for emergency response.
- Provide information on resources (vehicles, boats, laboratory equipment, etc.) that could be used by the State to assist local government during disaster operations

RESPONSE

34. Implement the applicable portions of the CDFA Emergency Plan or contingency plans.
35. Alert personnel and mobilize resources in affected areas.
36. Provide trained personnel, equipment, and essential incident-related information to OES to support response operations, upon request.
37. Coordinate emergency response with federal, state, and local government, as well as non-profit organizations and private stakeholders.
38. Establish liaison with allied governmental and private sector organizations, in or adjacent to the disaster area, as needed.
39. Provide public information support to Office of Emergency Services Headquarters, State OES regional offices, or local jurisdiction Emergency Operation Centers and field operations, as required during state emergency or disaster response operations.
40. Locate and assess the amounts of disaster-related damage to any of CDFA's state-owned facilities or property under CDFA jurisdiction. Report this information to OES as soon as possible.

41. Record and report to OES any costs incurred in carrying out emergency operations, in accordance with pre-established procedures.
42. A State Agency designated as lead in the State Emergency Plan for an emergency function or response and recovery activity is responsible for the overall management and coordination of that particular function or activity
43. A State Agency designated, as a support agency for an emergency function in the State Emergency Plan is responsible for providing support to the lead agency in carrying out that particular function.

Department of Food and Agriculture -specific response activities

OPERATIONS

Medical /Health

- Lead the administration of programs to detect, control and eradicate diseases, insects and vertebrate pests affecting plants and animals.
- Furnish information on how to protect human and animal food from contamination.
- Provide veterinary assistance.

Care and Shelter

- Administer emergency food programs in Level III emergencies
- Maintain lists of potential food supplies.
- Lead for the administration of the California Animal Response Emergency System (CARES). In coordination with other governmental and non-governmental agencies respond to animal rescue, emergency care and shelter and general assistance for animals.
- Provide fair ground facilities, when appropriate, for mass care and shelter of people after local resources are overwhelmed.

Hazardous Materials

- Provide public information regarding contaminated food.
- Help local agricultural commissioners enforce regulatory compliance measures for contaminated food and fodder.
- Provide support in monitoring contamination on farms and ranches, and assist in laboratory analysis of samples.
- Provide EOC personnel to assist in RADEF operations.

PLANNING /INTELLIGENCE

- Monitor the agricultural damage caused by emergencies.
- Evaluate and report agricultural sector damage and resultant economic losses to the Governor's Office
- Advise State OES, the Governor and the public regarding the agricultural aspects of the emergency.

LOGISTICS

- Assist with efforts to provide food, water, shelter, and veterinary care to affected animals.
- Lead the State Food Organization, and serve as a member of the Resource Priorities Board, during a State of War Emergency.
- Coordinate food distribution with federal and local governments during a State of War Emergency.

RECOVERY

44. Provide personnel and equipment to State OES to support recovery operations, upon request,
45. Participate in the Public Assistance process, as appropriate, during recovery from a declared disaster.
46. Coordinate with OES to identify sensitive, environmental, and historic sites that should receive priority consideration.
47. Provide public information support as required to assist in recovery operations.
48. Develop and implement procedures to resume normal departmental activities.
49. Submit after-action reports detailing agency activities to OES consistent with the Standardized Emergency Management System, following involvement in a disaster,.
50. Document response and recovery activities to include times, locations, type of activity, and cost estimates expended for labor and equipment.
51. Prepare to take actions to provide continuity of effort conducive to long-range economic recovery, in the event that a declaration of a State of Emergency, or Local Emergency, results in an economic disaster, as defined in Government Code Section 8696.5.

Department of Food and Agriculture -specific recovery activities

OPERATIONS

Medical and Health Services

- Provide general information to farmers and ranchers in reclaiming land, crops, and livestock in contaminated areas.
- Assist in the removal and proper disposal of animal carcasses.

LOGISTICS

- Promulgate State Food Orders, pursuant to provisions of the Emergency Resources Management Plan, during a State of War Emergency.
- Manage the State Food Organization and provide for re-supply of food items, during a State of War Emergency.

MITIGATION

52. Identify, document, and when practical, implement those activities that reduce the impact of an emergency.
53. Establish hazard mitigation as an integral element in operations and program delivery as appropriate.
54. Participate in the Hazard Mitigation Planning process, during a Presidential declaration of a Major Disaster.

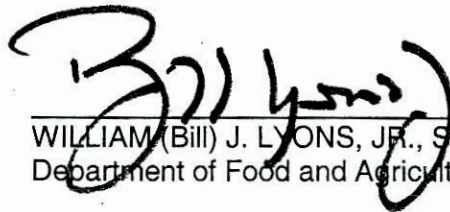
APPROVAL

55. This Administrative Order supersedes the State Agency Administrative Order dated April 10, 1992. The provisions hereof shall become effective on the date of signature below.



DALLAS JONES, Director, OES

Date: 1-29-03



WILLIAM (Bill) J. LYONS, JR., Secretary
Department of Food and Agriculture

Date: 1-8-03